

## 1500 - TRAVEL POLICIES AND PROCEDURES

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### APPENDIX 9

#### TRAVEL BENEFITS FOR FEDERAL EMPLOYEES

##### New Appointees

**NOTE:** Payment of relocation expenses to new appointees is discretionary however, once you have authorized that such expenses will be paid, the allowances marked "M" above are mandatory when all eligibility conditions are met as specified in FTR 302-1.10(e) for each respective allowance. The allowance marked "D" is discretionary.

TABLE 1

Type of Appointment	Travel and Per Diem of Employee	Transportation of Immediate Family	Mileage if POV <sup>1</sup> Used	Temp. Storage and Shipment of Household Goods	Non-Temp. Storage of Household Goods <sup>2</sup>	Transportation of Mobile Home	Transportation of a POV
GS Civil Service (Title 5)	M	M	M	M	M	M	D
SBRS (Senior Biomedical Research Service)	M	M	M	M	M	M	D
SES Career Appointees (SES, SSS, SL, and ST)	M	M	M	M	M	M	D
(Title 42) Service Fellows: Domestic/Visiting as follows: Sr. Investigator Investigator (T-T) Staff Scientist Staff Clinician Research Fellow Clinical Fellow	M	M	M	M	M	M	D
Special Experts (Title 42) <sup>3</sup>	M	M	M	M	M	M	D
Student Trainees as per FTR 302-1.2(a)	M	M	M	M	M	M	D

## Transfers (Includes Promotions and Reassignments)

**NOTE:** The allowances marked "M" are mandatory and the allowances marked "D" are discretionary when all eligibility conditions are met as specified in FTR 302-2 through 302-15.

For information on Separation Entitlements, see FTR 302-1.100.

**TABLE 2: PART A**

Type of Appointment	Travel and Per Diem of Employee	Travel and Per Diem of Immediate Family	Misc. Expenses	Residence Transactions <sup>4</sup>	Transport of Mobile Home	Temp. Storage and shipment of Household Goods	Non-Temp. Storage of Household Goods <sup>2</sup>
GS Civil Service (Title 5)	M	M	M	M	M	M	M
SBRS (Senior Biomedical Research Service)	M	M	M	M	M	M	M
SES Career Appointees (SES, SSS, SL, and ST)	M	M	M	M	M	M	M
(Title 42) Service Fellows: Domestic/Visiting as follows: Sr. Investigator Investigator (T-T) Staff Scientist Staff Clinician Research Fellow Clinical Fellow	M	M	M	M	M	M	M
Special Experts (Title 42)	M	M	M	M	M	M	M
Student Trainees as per FTR 302-1.2(a)	M	M	M	M	M	M	M

**TABLE 2: PART B**

Type of Appointment	TQSE <sup>5</sup>	Househunting Trip <sup>5</sup>	Transport or Emergency Storage of POV <sup>1</sup>	Use of Relocation Services Company	Home Market. Incent.	Property Mgmt. Services <sup>6</sup>	RITA <sup>7</sup>
<b>GS Civil Service (Title 5)</b>	D	D	D	D	D	D	M
<b>SBRS (Senior Biomedical Research Service)</b>	D	D	D	D	D	D	M
<b>SES Career Appointees (SES, SSS, SL, and ST)</b>	D	D	D	D	D	D	M
<b>(Title 42) Service Fellows: Domestic/Visiting as follows: Sr. Investigator Investigator (T-T) Staff Scientist Staff Clinician Research Fellow Clinical Fellow</b>	D	D	D	D	D	D	M
<b>Special Experts (Title 42)</b>	D	D	D	D	D	D	M
<b>Student Trainees as per FTR 302-1.2(a)</b>	D	D	D	D	D	D	M

## **FOOTNOTES**

- 1.** POV - Private Owned Vehicle
- 2.** This allowance will only be applicable when the appointment is to an isolated location within the CONUS.
- 3.** Payment of relocation expenses to Special Experts (Full time and Part-time) is mandatory. (NOTE: Intermittent Special Experts are not eligible for relocation allowances).
- 4.** The total amount of expenses that may be reimbursed in connection with the sale of a residence at the old duty station shall not exceed 10% of the actual sales price of the residence; and shall not exceed 5% of the actual purchase price of a residence at the new duty station.
- 5.** NIH policy is that either Temporary Quarters Subsistence Expenses (TQSE) or a househunting trip will be authorized, not both.
- 6.** This allowance is applicable when transferring from a duty station abroad.
- 7.** The Relocation Income Tax Allowance (RITA) is mandatory if requested by the transferree.